

Montana Aeronautics Board
Helena, MT
March 21, 2005

Aeronautics Board

Tricia McKenna, Chairman
William Hunt, Jr.
Fred Leistiko
Lonnie Leslie
Roger Lincoln
Chuck Manning
John Rabenberg
Ted Schye

Aeronautics Division

Debbie Alke, Administrator
Patty Kautz, Administrative Officer

Guests

Jim Lynch, Department of Transportation
Jim Currie, Department of Transportation
Carol Grell Morris, Department of Transportation

Call to order/Approval of Minutes

- Chairman McKenna called the meeting to order, asked if there were any additions or corrections to the September 23 & 24, 2004 minutes. ***Chuck Manning made a motion to approve the September minutes as written. John Rabenberg seconded the motion, which passed unanimously.***

Review of Board Handbook

- Chuck Manning explained that the board handbook would be an ongoing handbook/manual for the board to follow. Would like to have the handbook available on a disc so a person can go in and go directly to a statute. He would also like to see it updated every year or two whatever is necessary.
- Chuck Manning thought board could go through manual today and maybe act on it at the next meeting. Fred Leistiko said it would help if the statutory portion were in bold so we know what portion is statutory and what is written. Jim Lynch said he would suggest that the book go to Tim Reardon in the DOT legal office before being adopted. Chuck Manning suggested having it as an agenda item for the next meeting. Chairman McKenna asked Carol Morris if there would be a problem in having the booklet as a three ring binder vs. a bound document. Carol Morris said not at all, you would want to make sure the handbook includes the most current state statutes. Chuck said the manual should have a map to refer to showing all the various airports that the state owns, and also when we get into the loan and grant portion a map of the airports would help so the board would know the proximity of those airports. Jim Lynch said the departments planning office could develop any kind of map that could be used as an insert.

- Fred Leistiko asked if we had to have procedures in place to amend the rules or guidelines that we put together. Jim Lynch said the procedure for administrative rules is by statute. Chuck Manning said we don't want to handcuff future boards because issues change, he thinks we need to be careful not to lock future boards into certain rules. Fred Leistiko said his question is if we are going to publish this handbook do we have to have a procedure on how we update the handbook. Chairman McKenna said that is a clerical procedure not a board action. Carol Morris said if you are going to change rules you must change those through the process, policies you can change with discussion of the board. Jim Lynch suggested changing the name Board Handbook to something else. Chairman McKenna said perhaps guidelines would be a safer word to use. Jim Lynch said he would take it to Tim Reardon to look at before they have it as a final draft; legal may want to make recommendations.
- Chuck Manning asked if we have any changes or suggestions who do we want to handle that, do we want it as an agenda item at our next meeting in West Yellowstone or do we want to feed the information to Patty. Chairman McKenna said we do keep referring to the meeting in West Yellowstone historically a meeting has always held in West Yellowstone – later on in the meeting she is going to propose a conference call in June for extensions of loans/grants. And also suggest they have an open house but not an official board meeting at West Yellowstone, it would be nice to meet at another state owned airport. She would suggest comments on the manual to Patty Kautz who will put them in some kind of order for the board to look at. Have Patty make sure that Debbie Alke, Jim Lynch, Carol Morris & Tim Reardon receive a copy. ***Chairman McKenna said the board would need to have comments to Patty by May 1st.***

Board Goals

- Chairman McKenna said that originally she had called Debbie and asked if the board had goals and she said no, she finds that a body operates better with specific things to focus on. She thinks the handbook was an excellent goal. Fred Leistiko said not knowing the cycle it is hard to decide he thinks we will be busy doing things the board normally does. Chairman McKenna said the January meeting is typically the loan & grants. March is the question and answer at the conference. June will be extensions of loans & grants. And then a September meeting, at that meeting she would like to propose each board member do a report on the facet they represent. Fred Leistiko asked her exactly what kind of objectives, something she would want to see this board do. Chairman McKenna said she thinks we can plan for 05 & 06, for example this handbook was a tremendous thing. Chuck Manning said he is having difficulty with this – we are strictly advisory. Are there areas in the aeronautics community we should address – he would ask Debbie if she feels there are issues out there that we should embrace. He has a hard time finding a goal that we should zero in on when it's more of an advisory capacity of what we do. Chairman McKenna said it's a good point to ask Debbie if there is a certain area that needs some attention, she is only asking if we don't need to go there it's fine. Do we need to look at this board, is it the right

size, there is no one from tourism on the board. Do we need to keep a scorecard of how we are doing? Chuck Manning said the statute spells out what responsibilities we have here – in order to change any of that we would have to go through the legislative process. Debbie Alke said in response to Chuck specific areas she would say the board could focus on is the loan and grant program. Procedurally that program could be run differently and she thinks they could work on that. Chuck Manning said he thinks we should look at what we are doing now rather than set new goals. Fred Leistiko said he thinks they should go back to groups they represent and bring back suggestions from them for this board; something they would like to see, then Aeronautics could take suggestions to the Director. Chairman McKenna said they need to keep things tighter and more focused. Jim Lynch said that could be one of their goals.

New/old business

- Debbie Alke said there were a few loan/grant request changes – Poplar has withdrawn their application. Deer Lodge manager reminded Jim Greil that that discussion took place with last year's board that they fund Deer Lodge this year. Previous boards have always set the precedence that if an airport is interested they will be here, a few airports have asked if they are only applying of \$1,000 do they need to spend \$1,500 to get here. This is a discussion point this board could look at. John Rabenberg said he thinks it makes a big difference if they are not here.
- John Rabenberg said one more thing he would like to go over one thing he feels strong on, the airports need to have zoning, mil levies, some have neither of these, he feels that these are something an airport needs to have when asking for a loan/grant. Fred Leistiko said he introduced legislation this year on mil levies. Seventeen counties have multiple airports they say they have no mil levies and never will. He would say maybe an airport would get some points for doing it but he wouldn't want to deny them the money that may be why they are asking for the money. Lonnie Leslie said the previous board has made it policy that they won't get the money unless they can prove they have zoning in affect. Debbie Alke said the board has said they will not allocate funds unless they can prove they complied with the law, if their sponsor attorney signs that they are in compliance we give them the money; it is based on the attorney's signature.
- Ted Schye said there is no definition of how they came to that ranking system. Debbie Alke said it is Jim Greil's professional opinion, there is a schedule of ranking but we have never disclosed that, its all just opinion but they are welcome to see the schedule. Chairman McKenna said this board should be aware of how he ranks and makes his decisions. Lonnie Leslie said he thinks the funding recommendations are all they need they don't need both.
- Debbie Alke said tomorrow they will take airports in order; representatives will walk them through the project. Funds are allocated after the presentations. If the board has questions for the community that is a good time to ask them. Bill Hunt said Shelby is asking for funds, should he abstain from the vote? Carol Morris

said if he does he needs to reflect this in the minutes. Recuse is the word you would use. Lonnie Leslie asked if this recuses them from the vote, discussion or all. Carol Morris said all – it is perceived as undue influence.

- Chuck Manning said the loan that Kalispell City is going after is for fencing – they will be going across an easement on his property should he recuse himself. Carol Morris said use common sense if you think you have an issue ask the board – recuse yourself.
- Lonnie Leslie said he has been at war with the Miles City airport for 5 years he won't support an airport that operates like that, he represents FBO's in three years they have taken 3 privately owned businesses to zero because their policies on leases. Carol Morris said if he is going to recuse himself he needs to abstain from all of it.

Open Microphone - members of the public

- Lonnie Leslie said Jim Cooney from Federal Aviation Administration, Flight Standards has information (a video & pamphlet) on the Super Unicom. It will describe what it is and what it does if the board is interested. Jim Cooney told Lonnie that the Super Unicom and AWOS II that they had at Scobey are one in the same. Debbie Alke said Mike Rogan has been looking into Super Unicom's for West Yellowstone and may have more information than she does. The Super Unicom just now became eligible for Federal Funding. Lonnie Leslie said the applicant can explain what it is tomorrow when they present their application.
- Lonnie Leslie asked if Jim Greil gave him any information for lease adjustments for West Yellowstone. Debbie Alke said that was supposed to be on the agenda and she had that discussion with Jim Lynch, Jim did not feel that it was appropriate for the board to decide. Jim Lynch said he would like to look at lease and make sure the language is in there. That would be a decision from inside the department, as a board you don't want to set precedence for other projects that take place, he will look at all the documentation and follow up with Debbie Alke on this issue.

2005/2006 meeting dates

- Chairman McKenna said she would like to set all the meeting dates for the rest of '05 and the January meeting in '06. She would like to open this up for discussion, historically the board holds a meeting in West Yellowstone in June, she would like to suggest a conference call for extensions in June, then maybe a face-to-face meeting another time at one of the other state airports. We can legally do a conference call as long as we give public notice. Fred Leistiko said he was looking forward to the West Yellowstone meeting in June being a new board member. He would like to see it done again this year, as he has never been there. Chairman McKenna said the board would be invited to an open house forum. You will still go to West Yellowstone but no formal board meeting would be held. John Rabenberg asked how can we deal with the people at West

Yellowstone then, we have to deal with the contractors and everyone else don't we. Chairman McKenna said as it was explained to her that is not the board's job. Debbie Alke said that is more division information; we have always included the board at the West Yellowstone meeting for informational purposes. Ted Schye asked how many items we are talking about for extensions. Debbie Alke said usually 4-5 extensions. ***Bill Hunt made a motion that we follow Chairman McKenna's recommendation holding the June meeting by teleconference; and the September meeting at another state owned airport. Roger Lincoln seconded the motion. The motion carried with John Rabenberg opposing.*** Chairman McKenna said she will make sure the board is invited to the open house. Debbie Alke said there is typically not an open house but we will plan something. Jim Lynch asked if perhaps the chamber would be interested in setting something up can she look into that. Debbie Alke said we could do that.

- Chairman McKenna asked what date the board would like to do the conference call. Debbie Alke proposed going with June 1, it will probably take 30 minutes if their intent is to only do extensions. Chuck Manning asked if we were going to do work on the draft handbook would we wait until September, he thinks it would be hard to do that as a conference call. Chairman McKenna said we would move the handbook to the September meeting. ***The loan & grant extension meeting was set for June 1 @ 8:00 a.m.*** Chairman McKenna said for the September meeting she was thinking of Dell. Debbie Alke suggested the board select the top three and she will see if they have the facilities to hold a meeting. The board decided to check on Lincoln and Seeley Lake as possible sites. ***The meeting was tentatively set for September 12,*** unless Debbie Alke or Jim Lynch has a conflict, would keep it one day unless the agenda requires more time. ***The loan & grant meeting was set for January 23 & 24, 2006 in Helena, for the afternoon of the 23rd and all day on the 24th.***
- Being no further business the meeting was adjourned.

Chairman

Secretary